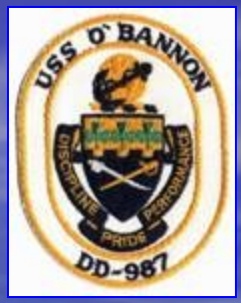

Navy Wide Advancement Examination Preparation **"TIPS"**

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ADVANCEMENT

Advancement in the Navy is dependent on your final multiple score (FMS). The FMS is the exam score combined with points given for length of service, performance marks, time in pay grade, awards and previous 'passed but not advanced, scores. As you can see, the points other than the exam score can take an extraordinary amount of time to grow. Most of these factors employ time and performance barriers which the individual candidate for advancement has little control over.

The easiest of all factors to increase the FMS is the factor. As your raw exam score increases, points towards your FMS rise rapidly. This is the area over which the advancement candidate has the most direct control and should direct most of his or her preparations.

HOW TO STUDY

Bibliography for Advancement

In preparing for an exam you must first obtain the sources of information to study. **The most important listing of available references is the bibliography for advancement.** The bibliography for advancement lists all the references that were used by the test writers when they developed the test questions for your examination. The references listed are the only materials used to write questions for your exam. There are no mystery publications which the test writers use to surprise you on the exam. You have access

EXAMINATION PROFILE SHEETS

In studying the references listed on the bibliography for advancement use your previous, examination profile sheets to help you cover the specific areas in which you have the most room for improvement. Pay close attention to any categories in which you scored average or below. Spend additional time concentrating on these areas to bring you exam score up. If you have more than one examination profile sheet in your service record, pull them out and review them all.

The rating exams vary from cycle to cycle. An area in which you scored poorly two exams ago may be hit hard on your upcoming exam. Remember that rating exams cover a broad area of knowledge in your rating. DO NOT neglect areas in which you know for a fact your knowledge is weak. On the other hand, do not spend all your time studying these areas while neglecting areas in which you need a little brushing up.

OTHER SOURCES

Utilize all the tools for advancement at your disposal. Form a study group with your shipmates. Make a set of flash cards or a 'Jeopardy' style game. Use the North Star or Windjammer study books and tapes. Attend how to advance classes offered by your command.

Making the most of your study

After you have gathered all your reference materials and reviewed your examination profile sheets. You need to establish a plan to study all the required reference material and allocate enough time to adequately prepare for the exam.

DISCIPLINE - YOU must be the one to study. Organize yourself so that you can set time aside on a regular basis to prepare for the exam. Control your environment while you are studying. Don't let the television, stereo, kids or chores become unnecessary distracters to your study time. Determine when and where you will study the most efficiently

APPROACH - Use a systematic approach. Overview a chapter, skim the headings and subheadings then read the chapter. Make notes or underline as you study. Pace yourself. Study often in short sessions (15min-Ihr) instead of occasional marathon sessions.

SOME TIPS ON SUCCESSFUL, PACED STUDYING

-Don't try to sit down and read a reference cover to cover. You'll get bogged down and won't retain any knowledge.

-Start studying approximately 4 months before exam time. That will give you enough time to cover everything while still retaining the areas you started with.

-Start each study session with a review of the information you studied last session. This greatly enhances knowledge retention.

-On the last few days before the exam, do a mini-cram session of all the hi-lighted information in your references to refresh your memory on everything you've covered.

-Get a good night sleep before the exam and avoid alcohol.

-Don't eat a huge breakfast before the exam (you'll be sleepy) and don't drink 40 cups of coffee (you may waste valuable time in the head).

-Find a comfortable seat with no distractions.

-Listen to the exam proctor carefully and get thorough instructions

-If you've spent the time to prepare for the exam, then go in with a confident attitude. Mentally prepare yourself to do well. A positive attitude can go a long way.

TAKING THE TEST

Answer the easy questions first. Don't waste time and build anxiety by pondering over difficult items. Read the question and attempt to answer it without looking at the alternatives. If you find your choice, mark it and move on. After you complete the easy questions, your mental concentration will be at a peak. Now as you return to the difficult question you will find that they have become easier.

TIME

You have 3 hours (180 min) to complete the 200 question exam. This equates to 54 seconds for each question. By eliminating the easy questions first you have saved yourself even more time. Use this time you are not going to get another opportunity for 6 months.

Thinking With Exam Writer Strategy

The longest answer

The correct answer is normally the main concern of the test writer. Therefore, he will usually spend more time and words with the correct response. Distracters can normally be stated in just a few words. Longer, more technical phrases will often be correct.

EXAMPLE

What is osmosis? (a) diffusion through a semi permeable membrane (b) an ape in the gorilla family (c) a plant (d) a measuring device

This example also demonstrates another useful technique:

Parallel Construction. Pay attention to the grammatical aspect of the questions. If choice (b), (c) or (d) were correct in the above example the question would have to read: what is an osmosis? If a question asks which of the following are, then you can disregard all singular choices.

Overlapping Choices

EXAMPLE - What percentage of persons are able to resume their careers after treatment at Navy alcoholism treatment centers? (a) less than 60% (b) less than 70% (c) more than 70% (d) more than 80%

Notice that choice (a) overlaps into choice (b) and that choice (d) overlaps into choice (c). Since there cannot be two correct answers you can narrow your selection down to choice (b) or choice (c).

Similar Alternatives

Some times you will encounter two options that are very closely related or even identical. These similar alternatives cannot both be correct and can therefore usually be omitted.

EXAMPLE

- Unless further action is taken, Naval message directives are automatically canceled after what period of time? (a) one year (b) six months (c) 90 days (d) 180 days.

Choice (b) and (d) may be scratched since they are the identical and cannot both be correct

All of the above

This option does not require validation of each response to select it.

EXAMPLE

- Material readiness aboard US Navy surface vessels includes which of the following conditions? (a) Yoke (b) Xray (c) Zebra (d) All of the above.

If you know two of the choices are correct, then the answer must be (d). On the other hand, you only need to find one incorrect choice to rule out selecting (d).

Answers disclosed by questions

You can often find the answer to a question disclosed in the stem of another exam question !!.

EXAMPLE

- #18 What is the designation of the Captain's Battle Circuit?

#89 The proper manner for the controller of the JA Captain's Battle Circuit to find out if stations are manned and ready is to state.

Even if you do not know the answer to question #89, the exam writer has given you the answer to question #18 if you were paying attention.

Repeated alternatives

EXAMPLE - What two tests are taken whenever a ship has been exposed to radiation? (a) Intensity of radiation field and blood damage (b) Total dosage received and intensity of radiation field (c) Nitrogen mustard and cyanide (d) Tear agent and total dosage received

Notice that “intensity of radiation field” and “total dosage received” are used twice in order to disqualify those candidates who may only know one test. By noting the repeated alternatives, you can correctly select (b) as the answer.

Absolutes

Beware of absolutes.

Few things are unconditional!!

EXAMPLE - Eyewitness testimony is (a) **always wrong** (b) **never admissible** (c) **completely dependable** (d) **frequently wrong**

Choices (a) through (c) are too absolute. You should immediately be drawn to choice (d).

Opposite Choices

One answer in a pair of opposites is often the correct choice. It is difficult for an exam writer to invent two plausible false answers that are opposites.

EXAMPLE

Women with graduate degrees or high incomes are (a) less likely to marry and divorce (b) more likely to marry and divorce (C) prone to commit suicide (d) under extreme pressure. It would be difficult for both (a) and (b) to be wrong so the correct choice must be one of them.

When to change an answer

Your first response is probably closest to being correct. Only change your first response if you have absolute, positive evidence that the first response was wrong. Here are some conditions that *would* provide a reason to change an answer.

Approximately 90% of answers are changed from RIGHT to WRONG!!

(1) You originally misread the question.

(2)The correct answer is revealed somewhere else in the test.

(3)You recall information which had not occurred to you the first time you read the question.

(4) Make sure you COMPLETELY erease incorrect response !

Summary

- **Preparing for advancement is YOUR responsibility.**
- **Develop unique study methods.**
- **Take advantage of “spare/free time” to study.**

Good Luck !!!!